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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

December 23, 2016
NOTICE OF JOB VACANCY
#16-286

An opportunity currently exists with the Department of Law and Public Safety, Juvenile Justice Commission for interested applicants who meet the minimum requirements specified below:

TITLE: Clerk Driver

SALARY: \$30,455.78 - \$42,380.78

LOCATION: Warren Residential Community Home
509 Brass Castle Road
Oxford, New Jersey 07863

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of a supervisory official at Warren Residential Community Home, drives a van, school vehicle or other motor vehicle to transport and pick up students/residents, materials and supplies of various types; provides supervision of students/residents; performs routine clerical duties of a varied nature; does other related duties as directed.

REQUIREMENTS

LICENSE: Appointee must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of January 6, 2017:

***Juvenile Justice Commission
Office of Human Resources - Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107
or email to: jjcrecruitment@jjc.nj.gov***

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.